

Department of the Army
Headquarters, U.S. Army
Army Sustainment Command
1 Rock Island Arsenal
Rock Island, IL 61299-6000

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Administration

SENIOR OFFICIALS' VISITS TO HEADQUARTERS,
U.S. ARMY SUSTAINMENT COMMAND (HQ ASC)

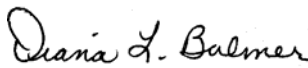
Applicability. This memorandum applies to all HQ ASC Assistant Chiefs of Staff, Directors, and Special Staff Chiefs.

Proponent. The proponent of this memorandum is the Secretary to the General Staff. Users may send comments and suggestions to HQ ASC, ATTN: AMSAS-GS, e-mail rock-amsas-gs@conus.army.mil.

Distribution. Approved for electronic distribution from the ASC Pubs Webpage at <http://www.aschq.army.mil/im/rcdsmgt/pubs.htm>.

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FOR THE COMMANDER:


DIANA L. BALMER
Chief of Staff

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1. Purpose. This memorandum establishes policy, assigns responsibilities, and prescribes procedures concerning the hosting of distinguished visitors (DVs) at HQ ASC.

2. Explanation of Terms. DVs are defined as General Officers, members of the Senior Executive Service, elected officials (Federal, state, and local), high-level executives from private industry, distinguished citizens, and high-level Government officials of foreign countries.

3. Policies. The Secretary of the General Staff (SGS) office (AMSAS-GS) will coordinate and monitor all visits by DVs to HQ ASC.

4. Responsibilities.

a. The Chief of Staff will:

(1) Task the SGS office to take the lead on all distinguished level visits.

(2) Assign a lead staff office as the subject matter expert for each visit. The lead staff office will provide an escort officer and work briefing requirements with the HQ ASC briefing cell (Public Affairs Office).

(3) Provide guidance and forward the Commanding General's (CG's) directions or special requirements.

(4) Approve all DV agendas.

b. Assistant Chiefs of Staff and Special Staff Chiefs will:

(1) Inform the SGS office of all upcoming visits by DVs to HQ ASC, Army Field Support Brigades, Army Field Support Battalions, and Contracting Support Brigades as soon as a requirement is known.

(2) Provide an action officer for the visit.

(3) Furnish an after-action report when requirements are imposed, deficiencies disclosed, or any corrective action taken or recommended. The after-action report will be sent by e-mail to ROCK-AMSAS-GS@CONUS.ARMY.MIL for all Congressional visits within 24 hours after completion of the visit (see Appendix A for information to be included in the after-action report).

c. The SGS Office will:

(1) Coordinate, finalize, and distribute agendas for all DVs to HQ ASC.

(2) Coordinate ground and air transportation, hotel accommodations, and any special requirements with visitor's staff.

(3) Coordinate conference rooms, audio-visual requirements, and determine audience/attendee requirements. Ensure appropriate administrative staff is available.

(4) Coordinate with the HQ ASC Foreign Officer (ASC G-2) for visits by foreign dignitaries. Arrange for interpreter, as required, and advise host of any dietary restrictions or special requirements.

(5) Coordinate with appropriate staff office for escort officer assignment.

(6) Provide escort officer a list of written instructions setting forth policies and procedures for the coordination and supervision of all details pertaining to the visit.

(7) Provide final instructions to escort officer.

(8) Monitor visit.

(9) Notify the U.S. Army Materiel Command of DVs coming to HQ ASC and/or ASC subordinate commands.

d. The Public Affairs Office will:

(1) Ensure briefings conform to CG standards, create books, handouts, and CDs as necessary.

(2) Arrange pre-brief and/or rehearsal of briefings as necessary.

e. The Escort Officer will:

(1) Be familiar with routes to and from places indicated on agenda.

(2) Know locations of all buildings and conference rooms to be visited.

(3) Be familiar with the details of any ceremony scheduled for the visitor.

(4) Be familiar with visitor's biographical information and photograph, if available.

- (5) Learn to correctly pronounce visitor's name.
 - (6) Be aware of any language difficulties.
 - (7) Maintain a list of key personnel phone numbers; e.g., protocol officer, SGS office, motor pool, airport, hotel, etc.
 - (8) Keep protocol officer apprised of any changes to the agenda.
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Appendix A

After Action Report Data Format

For Official Use Only
Protective Markings Removed (Date)

- 1. Place and duration of visit:
- 2. Names of visitors:
- 3. Areas of interest:
- 4. Summary of information furnished:
- 5. Requirements imposed:
- 6. Deficiencies disclosed:
- 7. Any corrective action taken or recommended: